

Providence Community Library  
Board of Directors minutes  
Jan 24 2011  
Knight Memorial Library

1. Welcome and Call to Order

The meeting was called to order at 6:10 pm by Marcus Mitchell. Secretary Linda Kushner took a roll call of the board members, noting that 14 trustees were present making a quorum.

Present:, Christian Caldarone, Joan Dagle, Alan Gunther, Owen Johnson, Ann Keefe. Linda Kushner, Rochelle Lee, Mark McKenney, Marcus Mitchell, Patricia Raub, Maureen Romans, Ellen Schwartz, Cyndie Wilmot and Ken Wise.

Absent: Jim Barnes, Althea Graves, Dale Gorton, Chris Suchmann, and Sharon Simpson.

2. Minutes from Dec. 20, 2010

There were no corrections to the minutes of the Dec 20, 2010 board meeting. Rochelle Lee moved that the minutes be accepted. The motion was seconded Alan Gunther and passed unanimously.

3. Strategic Plan

Patricia Raub presented the Strategic Plan developed over the last 8 months by the Strategic planning committee with the help of consultant Ellen Lynch. After discussion, Rochelle Lee moved that the plan be adopted. The motion was seconded by Owen Johnson and passed unanimously. Ellen Lynch advised the board on the next steps n having a “living” strategic plan. On behalf of the Board Patricia Raub thanked Ellen Lynch for her help.

4. Director’s Report (Laura Marlane)

Laura Marlane reported on PCL activities hosting and developing partnerships with community institutions for our patrons. . (See attached report) PCL has accepted the offer of Almas Kalafian, a former Providence schoolteacher who is blind, to use her expertise to bring visually impaired children and adults to the library to teach them how to use the Internet. PCL will purchase the JAWS software program which enables the blind to access the Internet. The program will be housed at Rochambeau but will be able to be used at the other libraries through the mobile computer laboratory

5. Treasurers Report (Ellen Schwartz)

PCL will be renting 220 sq feet at \$278.75 per month at the Institute for the study and practice of Non-violence to house 3 members of our administrative staff. The lease needs board approval. Ken Wise moved that the Board approve the lease. The motion was seconded by Cyndie Wilmot and after discussion passed unanimously. Ann Keefe abstained from voting.

Ellen Schwartz presented PCL’s 990 which is due on Feb. 15<sup>th</sup> Linda Kushner moved that the Board approve the 990 as presented. The motion was seconded by Ann Keefe the motion and after discussion the motion passed unanimously.

Ellen presented the Income statement for the 6 months ending Dec 31, 2010 (attached) She noted that there are no surprises. At the half way mark in our fiscal year, we have raised 46% of our budget and have spent 47%. Ellen noted that \$154,000 has been received as of Dec 31<sup>st</sup> but the income statement does not include funds which were pledged before the end of the year and have come in since Jan 1<sup>st</sup> (in excess of \$50,000.) We still do not know about this year's master lease funds. Ann Keefe moved that the report be accepted. The motion was seconded by Joan Dagle and after discussion passed unanimously.

6. Development Report (Steve Kumins)

We are now six and ½ months into the fiscal year and have raised \$205,000 or slightly over 2/3 of the amount budgeted. \$154,000 of that amount has been received; we have received pledges for the remaining \$51,500.

It is very important that we have 100% participation of the Board in our fundraising. It doesn't matter how much the donation is, it just matters that each board member donated. Currently slightly over 50 % of our Board has donated.

Two fundraisers are being planned -- a Gala on Friday, March 25 and a very affordable fundraiser -"9 Libraries, 9 Bands, 9 Dollars" at AS220 on Saturday, January 29.

7. Facilities Report (Sue Gibbs)

PCL had to spend \$3000 at Olneyville this month repairing the heating and air condition system. We will need to spend an additional \$3000 to replace improper electrical wiring in the building.

8 Personnel committee (Patricia Raub)

The employee manual was shown to our lawyer and she suggested some redrafting. It will be brought back to the Board at our Feb. meeting.

9 Administrative staffing proposal

Laura presented a staffing proposal developed by Senior staff which suggests that instead of having an assistant director, PCL have a Youth Services Coordinator. (See the assistant director's report. There was much discussion.

10 Friends Council (Maureen Romans)

Maureen spoke on techniques Friends groups can use to attract more membership.

11. New Business

Linda Kushner announced that legislation has been introduced into the Senate by Senator Rhoda Perry that would change the way the Reference Resource Center is located. Presently it is automatically based at PPL. Under the bill OLIS would decide which library would house it on the basis of RFPs submitted by libraries to OLIS. A companion bill will be introduced in the House under the sponsorship of Rep. John McCauley.

12. Public Comment

Karen McAninch spoke to the issues of choosing an Executive Director and administrative staff reorganization.

13. Executive Session

Linda Kushner moved that the meeting go into executive session under RIGL 42-46-5(1) notice having been given to the person to be discussed. Ann Keefe seconded motion.

Voting in favor: Christian Caldarone, Joan Dagle, Alan Gunther, Owen Johnson, Ann Keefe. Linda Kushner, Rochelle Lee, Mark McKenney, Patricia Raub, Maureen Romans, Ellen Schwartz, Cyndie Wilmot and Ken Wise. Opposed: none. Abstaining: none. The motion passed unanimously

Discussion of making Laura Marlane, the assistant director who has been carrying out the duties of the Executive Director since the Director went out on medical leave, the Interim Director of PCL.

Discussion of procedures to be used to choose the next Executive Director of PCL and discussion of how a reorganization of the administrative staff might affect the decision. No decisions were made.

Motion by Ellen Schwartz seconded by Mark McKenney, to return to open session.

Voting in favor: Christian Caldarone, Joan Dagle, Alan Gunther, Owen Johnson, Ann Keefe. Linda Kushner, Mark McKenney, Patricia Raub, Maureen Romans, Ellen Schwartz, Cyndie Wilmot and Ken Wise. Opposed: none. Abstaining: none. The motion passed unanimously.

14. Appointment of Interim Director

In open session, Ellen Schwartz moved that the assistant Director Laura Marlane, be made the Interim Director of the Providence Community Library. The motion was seconded by Chris Caldarone.

Voting in favor: Christian Caldarone, Joan Dagle, Owen Johnson Ann Keefe. Linda Kushner, Mark McKenney, Marcus Mitchell, Patricia Raub, Ellen Schwartz, Cyndie Wilmot and Ken Wise.

Opposed: Maureen Romans. Abstaining: Alan Gunther.

The motion passed eleven to one with one abstention.

15. Adjournment

Mark McKenney moved, and Alan Gunther seconded that the meeting adjourn. The motion passed unanimously. The meeting adjourned at 8:40 pm.

Respectfully submitted,

Linda Kushner  
Secretary